Applicant's To-Do List
Boating Infrastructure Grant Program

This to-do list is designed to help applicants prepare and submit a grant application for the Boating Infrastructure Grant Program (BIG).

Grants may be used to develop and renovate public boating facilities targeting recreational boats 26 feet and larger. Funds also may be used to provide information and enhance boater education.

All applicants must submit the information required through PRISM Online, our online project data system. These steps will guide you through the Recreation and Conservation Office (RCO) application process.

Step 1: Applicant Establishes Eligibility

- Eligible Applicants: municipal subdivisions (cities, towns, counties, and districts: port, park and recreation, public utility, etc.), Native American Tribes, qualified nonprofit organizations, qualified private operators, and state agencies.

- First time applicants submit a legal opinion to establish eligibility.

- A "qualified" private operator or nonprofit organization (see also Section 2 – Program Policies in *Manual 12*, Boating Infrastructure Grant Program):

  - Is registered with the State of Washington's Secretary of State nonprofit – verify "active" status with Washington's Secretary of State.

  - Has an equivalent successor identified in its articles of organization;

  - Has been active in recreational boating for a minimum of 3 years;

  - Does not require exclusive use of the facilities funded through this program;

  - Does not discriminate on the basis of race, religion, creed, gender, disability, or income;

  - Provides evidence that its primary purpose or business is recreational boating; and

  - Meets federal eligibility requirements

Step 2: Applicant Reviews Materials

- Review the appropriate Recreation and Conservation Funding Board manuals for this grant program:

  - [Manual 12](#), Boating Infrastructure Grant Program
  - [Manual 4](#), Development Projects

Step 3: Applicant Submits an Application by May 1, 2014

PRISM Data Fields

PRISM will be open in mid-February to start your application. To begin, go to *[PRISM Online](#)* to access the Application Wizard and select "Get Started/Start New Application." You then will be prompted to fill out several screens of information about your project. On-screen instructions, tool tips, and links are available as you navigate through PRISM.

PRISM Attachments

There is an attachments screen in the PRISM Online application and you must attach the following documents before you may submit your application. Include the applicant name, project name and RCO grant number on each attachment. Maps must also include a north arrow, scale and labels for any major highways, roads, cities, water bodies, etc.

For projects to be evaluated, scored, and ranked for funding consideration, applicants must follow the requirements in the latest federal Request for Applications (RFA). The RFA outlines the required documents and specifies the format and page limits for each. These documents typically include a project statement, responses to evaluation criteria, drawings, maps, photographs, letters of commitment, and other supporting documents.

NOTE: the RFA often is not available until after RCO begins accepting grant applications, and each year the page limits, questions, and other requirements may change. Applicants must work with their RCO grants manager to make sure they have the latest requirements.

- ❑ **[Assurances for Construction Programs – 424D](#)** (development projects only). Applicants must provide a signed copy of this federal standard form.

- ❑ **[Authorizing Resolution/Application Authorization](#)** to show the application is supported by the political, board, or executives of your organization. You must adopt the text verbatim even if you choose to use your own format.

- ❑ **[Certification of Applicant Match](#)** to show what amounts and sources of match you have in hand for the project.

❑ **Control and Tenure Documentation** (development projects only). Include property ownership information such as a deed, and any applicable lease, easement or use agreement. See *Manual 4, Development Projects*, for additional details about control and tenure.

❑ **Evaluation: Packet Visuals**. Photographs or other graphics such as schematic drawings, renderings, etc. You may submit visuals in a collage style with several images on each page. *Refer to the latest RFA for specific requirements*.

❑ **Evaluation: Project Statement (Tier 2 only).** Applicants must provide written responses to the questions. Respond to each question individually. *Refer to the latest RFA for specific requirements and questions*.

❑ **Evaluation: Written Criteria Responses**. Applicants must provide written responses to the evaluation criteria. Respond to each question individually. *Refer to the latest RFA for specific requirements and latest criteria*.

❑ **Map: Regional Location.** One, single-sided page that shows the location of the project in a geographic region of the state. The regional map should identify the county, incorporated areas, major highways, and water bodies, etc., so RCO staff and evaluators can locate the general worksite to within a few miles.

❑ **Map: Site Location.** One, single-sided page showing the specific location of the project. This map must show the project in relation to local roads, park or ranger district boundaries, water bodies, landmarks, etc. If possible, show the boundaries of the site on the map.

❑ **Map: Area of Potential Effect** (development projects only) shows the geographic areas where a project may change directly or indirectly the character or use of historic properties or archaeological resources. The map must include a polygon of the entire project area and should show location-identifying features such as section, township and range. For most projects a topographic base map is most appropriate, though in dense populated urban settings an aerial base map can be used.

❑ **Photo.** All applications require at least one general project photograph in .jpg format. A current ground shot or aerial view of the project site is appropriate.

❑ **Site Plan: Development Site Plan** (development projects only) to show the proposed improvements at the project site. Development site plans should show site boundaries, major site features, and proposed project elements. Existing and future elements should be distinguished from those in the current project. Master, schematic design, development design, and construction document level plans are suitable for development site plans.

Note that letters and other documented expressions of project support submitted with the application will be made available for advisory committee review. Applicants may also summarize this support when responding to the evaluation questions.

Also note that except for a few protected items, such as cultural resources data or confidential appraisal documents, as soon as you start your application, it and most attachments will be available for review by RCO staff, evaluators, and the public.

Step 4: Technical Review

RCO sends your application to the evaluation committee for review. RCO also reviews the application for eligibility, completeness, and clarity and then returns the application with committee feedback, questions or suggested changes.

Step 5: Re-Submit Application by Technical Completion Deadline July 18, 2014

❑ Applicants address issues raised during technical review and make modifications, if needed.
❑ Applicants must complete all revisions and resubmit the application in PRISM Online by the Technical Completion Deadline or the application will be deemed ineligible.

Step 6: Evaluations

Evaluators will rank project proposals using the criteria established by the U.S. Fish and Wildlife Service.

Tier 1, Basic – The RCO-appointed Boating Programs Advisory Committee will review and evaluate projects to provide a ranked list for consideration. RCO's director will approve the final list of projects to be sent to the federal government for funding consideration.

Tier 2, Competitive – RCO's director will approve the list of Tier 2 proposals to be sent to the U.S. Fish and Wildlife Service without state evaluation. Once the U.S. Fish and Wildlife Service's regional office accepts an application, it is sent to the National Review Panel. The panel scores and ranks projects and submits a funding recommendation to the U.S. Fish and Widlife Service director, who makes the final funding decision.

RCO then announces the results of the evaluation and posts the preliminary ranked lists on its Web Site.

Step 7: Applicants Submit Pre-Agreement Materials

❑ Applicants provide any other requested pre-agreement materials as required by RCO.

Step 8: USFWS Awards Grants and RCO Issues Agreements

- The U.S. Fish and Wildlife Service approves the grant awards and notifies RCO.

- RCO works with the applicant to execute a project agreement before work begins.

- Applicants review other RCO policy manuals:

  - *Manual 7, Funded Projects*

  - *Manual 8, Reimbursements*

- Applicant participates in a Successful Applicant Webinar; then completes the project.